

CAPPS HR/Payroll — User Group Meeting Minutes

Tuesday, Oct. 27, 2020

9–11 a.m.

(Webinar Only)

I. Welcome (Andrea Smith)

- This is a webinar through Webex.
- User Group meeting materials will be posted on FMX.
 - To be added to the User Group distribution list, email the CAPPS Governance and Communications team at CAPPS.CGC.BA@cpa.texas.gov.

II. Production Update: HR/Payroll Support Requests (SRs) (Andrea Smith)

- **SR Summary and Trend Report**
 - The **CAPPS HR/Payroll Summary and Trend Report 10/27/20** document was reviewed.
 - In September, there were 831 active SRs with 92 in high priority status. No critical SRs.
 - As shown on the Trend chart, there were 826 SRs opened and 940 closed in September.
 - Some tickets were related to fiscal year-end (FYE) activity and new year activities.
- **Governance Approved Enhancements**
 - The **CAPPS HR/Payroll Governance Approved SRs 10/27/20** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
- **Required Maintenance**
 - The **CAPPS HR/Payroll Required Maintenance 10/27/20** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 22409 is a Human Resources module to add a new TRC for FMLA Holiday (FMLAH), it is now in *Acceptance Testing*. This SR will be reviewed with the Family and Medical Leave Act (FMLA) discussion topic.

III. Project Update: CAPPS Fiscal 2021 HR Payroll Agency Deployment Project Dashboard (Karl Thomason)

- The **CAPPS Fiscal 2021 HR Payroll Agency Deployment Project Dashboard 10/27/20** document was reviewed.
- There are seven agencies that will deploy this year. The project is green/on track.
- The code move date is July 05, 2021. The implementation date is July 12, 2021.
- Key items in the next 30 days:
 - Discovery sessions are almost complete.
 - The team is preparing for the IT packet review meeting.
 - The Q1 executive sponsor meeting will be scheduled soon.

IV. Project Update: CAPPS Fiscal 2021 Recruit Agency Deployment Project Dashboard (Jay Ingram)

- The **CAPPS Fiscal 2021 Recruit Agency Deployment Project Dashboard 10/27/20** document was reviewed.
- The project is green and on track.
- This year, four agencies will deploy the full Recruit functionality and three agencies that are already using Recruit will deploy the Onboarding module.

- The implementation date is May 12, 2021.
- Key items in the next 30 days:
 - Recruit agency discovery sessions will be completed.
 - Hold the onboarding agency discovery sessions.
 - Finalize documenting the gaps.
 - The team will submit the gaps for leadership to review and then for approval.
 - The approved gaps will be reviewed during November's User Group.

V. Discussion Topic: FMLA Update (Allen Varghese)

- Below are highlights shared during last month's FMLA topic:
 - Agencies may refer to SR 22409 for the FMLA holiday calculation (HCM6785).
 - In addition to the FMLA eligible TRCs, the new TRC named FMLAH was created to track holidays. Please note that FMLA can only be used on official agency holidays.
 - The automated calculation of FMLA holiday hours by the FMLA balance process will be removed after the implementation of SR 22409.
 - Agencies are responsible for entering the holiday hours on the timesheet using the FMLAH TRC or other FMLA eligible TRC to deduct the FMLA available balance.
 - If an employee is on intermittent FMLA leave with a begin date of 09/01/2019 or greater, the system will automatically remove the holiday hours counted towards this employee following the implementation of HCM6785.
 - The new TRC, FMLAH, can only be used on a holiday defined in "TEXAS" HOLIDAY_SCHEDULE or Agency specific HOLIDAY_SCHEDULE with an FMLA ID.
 - CAPPS will assist to identify employees if requested through a ticket. CAPPS has the capability to run the reports on this for an agency and to customize the setting. Such as only allowing superusers to make the decisions for your agency in place of the employees.
 - The CAPPS team expects this to go into production by Nov. 11. Once the team has a confirmed timeline, an update will be made to the SR to reflect this.
 - An updated FMLA Desk Aid was attached to the meeting invite. Users may request this from the CAPPS Governance and Communication Team via email or Level 1 staff may submit SR.
- SR 22409 is now in user acceptance testing and is in UAT1 until Oct. 28 and then it will move to production.
- The *FMLA Cleanup Process Supplemental Desk Aid* will be shared for this topic.
- FMLAH is for all leave types and agencies are responsible for coding the leave type. The CAPPS team went back one year for the clean up of the previous automatic FMLA calculation error.
- Employees will see the change while accessing FMLA after Oct. 30.

VI. Upcoming Meetings

- Thursday, Nov. 19, 2020 (Combined meeting with Financial User Group)
- There will be no User Group meeting in December.